

The City Council of the City of Harlem met for a Called meeting on Thursday, May 24, 2018 at the Public Safety Building at 6:00 p.m. with Mayor Roxanne Whitaker presiding.

Present: COUNCIL: Mayor Roxanne Whitaker, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes. STAFF: City Manager Brett Cook, City Clerk Debra Moore and City Attorney Adam Nelson.

PURPOSE: WWTP Expansion Project-USDA Letter of Conditions Presentation & Approval

The meeting was called to order by Mayor Whitaker at 6:00 p.m.

The Invocation and Pledge was given/led by City Attorney Nelson and Mayor Whitaker, respectively.

Public Comment: N/A

Presentation of USDA Letters of Condition – Katherine Ross, USDA Area Director: City Manager Cook recognized Kathy Ross of the USDA and Ben Turnipseed and John McClellan of G. Ben Turnipseed Engineers.

Ms. Ross presented Council with a copy of the Letter of Conditions; she reviewed the most crucial areas. The Letter of Conditions is for Water and Sewer System Improvements to include the expansion of the Waste Water Treatment Plant and improvements, water system improvements that will include replacement of 2200 meters, installation of valves, hydrants, and approximately 79,989 linear feet of water pipeline.

The project funding is a \$7,251,000.00 Agency Loan and a \$2,343,000.00 Agency Grant for a total of \$9,594,000.00. The loan is a 40-year loan at a 3.125% interest rate with an amortization factor of 3.66. The estimated monthly payment will be \$26,539.00. The loan will be secured by a \$7,251,000.00 Water and Sewer System Revenue Bond.

The City is required to establish a debt service reserve fund equal to at least one annual loan installment that accumulates at the rate of 10% of one annual payment per year for ten years or until the balance is equal to one annual loan payment. Ten percent of the proposed loan installment would equal \$2654.00 per month; this amount should be deposited monthly until a total of \$318,468.00 has accumulated. In addition to the debt service reserve fund, the City must establish a short-lived asset reserve fund. The City must deposit at least \$20,058.00 into the short-lived asset reserve fund (Renewal & Extension Fund) annually for the life of the loan to pay for repairs and/or replacement of major system assets.

The City must acquire interim financing for the construction period to preclude the necessity for multiple advances of USDA loan funds. A separate construction account must be established. The account must be collateralized 100% of the highest amount of funds expected to be deposited in the construction account at any one time.

Presentation of USDA Letters of Condition – Katherine Ross, USDA Area Director (cont'd): The system user requirements was reviewed: 2075 existing residential water users, 172 new residential water users, and 127 commercial users on the system when construction is complete; 939 existing residential sewer users and 120 commercial sewer users when construction is complete.

City Manager Cook stated that what Council will be doing is accepting the conditions and letting the USDA know that we intend to proceed with the project; items are in place already. There will be a rate increase. One was approved and was to be implemented the first of this year but was deferred until we received this information. City Attorney Nelson reiterated about the intention to proceed.

Mayor Pro tem Thigpen questioned the status of the project work thus far; City Engineer McClellan responded that the construction plans are already under design and are 50% complete. The waste load application has been completed. The construction plans will have to go to EPD, but the process is briefer than in prior years. City Manager Cook commented that we need to finish the design, make application to EPD for permits, complete the Letter of Conditions, secure financing and go out for bid. We did a preliminary RFP on interim financing earlier this year with banks in Columbia County; we still have the information and listings.

Councilmember Bellavance brought up the Phase II items and the changing of items between Phase I and Phase II. Ms. Ross addressed this item; there is no funding commitment for Phase II allotted. The funding is Phase I only and there will be no tweaking with the loan fund numbers. Funding may be moved between categories. Should the project change, ex. plant size, it would be looked at as an environmental perspective. City Manager Cook reiterated that the scope of the project could change.

With no further discussion, Mayor Pro tem Thigpen made the motion to approve the Loan Resolution and the authorization of the Mayor to execute the Resolution; 2nd by Councilmember Bellavance. The motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

As there was nothing further to come before Council, Mayor Pro tem Thigpen made the motion to adjourn the Called meeting; 2nd by Councilmember Stokes. The motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Thursday, May 24, 2018 at the Public Safety Building at 7:00 p.m. with Mayor Roxanne Whitaker presiding.

Present: COUNCIL: Mayor Roxanne Whitaker, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes; STAFF: City Manager Brett Cook, City Clerk Debra Moore and City Attorney Adam Nelson.

The meeting was called to order by Mayor Whitaker at 7:00 p.m.

The Invocation & Pledge of Allegiance were given/led by City Attorney Nelson and Mayor Whitaker.

Approve Agenda: Councilmember Stokes made the motion to approve the Agenda of the May 24, 2018 Regular meeting as written; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Approval of the Minutes: Mayor Pro tem Thigpen made the motion to approve the minutes of the April 19, 2018 Regular meeting; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Public Comment: N/A

UNFINISHED BUSINESS:

Ordinance No. 1805 to Consider Zoning Text Amendment to 152.047 Commercial Conditional Uses Changing the Classification of Loft Apartments – 2nd Reading & Action: City Manager Cook reported to Council that the information before them needed to be corrected. The change in the classification should be “P” (permitted) in B-1 Downtown Business District and not “P” (permitted) in I-1 Industrial District; this classification should stay as “X” (not permitted). Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1805 with the corrections stated; 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinance No. 1806 to Consider Zoning Text Amendment to 152.005 Definitions to Redefine “Lot, Frontage” Definition – 2nd Reading & Action: Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1806 to Amend Code Section 152.005 Definitions and redefine “Lot, Frontage”; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinance No. 1807 to Consider PUD Time Limits and Extensions – 2nd Reading & Action: Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1807 for consideration of PUD Time Limits and Extensions; 2nd by Councilmember Stokes. Discussion: Mayor Pro tem Thigpen questioned how the public will know. City Manager Cook responded going forward not anything current. He reviewed. There are no advertising requirements. It would go before Planning & Zoning for

UNFINISHED BUSINESS (cont'd):

Ordinance No. 1807 to Consider PUD Time Limits and Extensions – 2nd Reading & Action (cont'd): review; the public would know thru meetings and agendas. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinances – 2nd Reading & Action:

- **Ordinance No. 1808 to Provide Definitions for Animal Operations**
- **Ordinance No. 1809 to Insert Animal Operations Category to Section 152.047 Conditional Uses-Commercial**

Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1808 to Provide Definitions for Animal Operations and Ordinance No. 1809 to Insert Animal Operations Category to Section 152.047 Conditional Uses-Commercial; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Other: N/A

NEW BUSINESS:

Consider First Amendment to Intergovernmental Agreement with the URA – Action: City Manager Cook reviewed. The agreement gives the URA an option on properties that the City owns. The current agreement includes the Woman's Club, the former trailer park lot, and the former Police Department lot at 180 N. Louisville Street. He is asking to add the existing Museum (250 N. Louisville Street) and the former Public Works shop (145 New Street). This would put the properties back on the tax digest if sold. He gave a brief update on the Woman's Club project (pharmacy). Mayor Pro tem Thigpen made the motion to approve the First Amendment to the Intergovernmental Agreement with the URA; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinance No. 1810 to Adopt by Reference the International Wildland-Urban Interface Code – 1st Reading & Action: City Manager Cook reviewed. We will be adopting by reference. Properties recently annexed are heavily wooded. This is for fire prevention when building on heavily wooded areas. It is for staff use; part of plan review process. It is not a requirement of ICC or the State to adopt. This will go before the Planning & Zoning Commission at their June meeting for a recommendation. Councilmember Stokes made the motion to approve the 1st Reading of Ordinance No. 1810 to Adopt by Reference the International Wildland-Urban Interface Code; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Ordinance No. 1811 to Approve an Annexation of City Owned Property – 1st Reading & Action: City Manager Cook reviewed. The properties are two out parcels that the City owns. Three parcels have prohibited the City from annexation of the High School; these are two of them. The other is a dilapidated proper across from the High School; attempts have been made to contact the owner.

NEW BUSINESS (cont'd):

Ordinance No. 1811 to Approve an Annexation of City Owned Property – 1st Reading & Action (cont'd):

The property information is as follows:

- Owner: City of Harlem; Address: 1050 Appling-Harlem Road; Map & Parcel: 030-045; Zoning: A-1 Agriculture; Acreage: 0.94 acres
- Owner: City of Harlem; Address: 1076 Appling-Harlem Road; Map & Parcel: 030-047; Zoning: A-1 Agriculture; Acreage: 0.04 acres

Mayor Pro tem Thigpen made the motion to approve Ordinance No. 1811 for the Annexation of City Owned Property; 2nd by Councilmember Stokes. Discussion: We will not annex in the High School until the other property is annexed. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Consider Resolution No. 2018-10 to Amend the Service Delivery Strategy – Action: City Manager Cook reviewed the purpose of the Service Delivery Strategy. In our agreement, Columbia County was to do plan review and inspections for the City of Harlem. What this Resolution is doing is amending the SDS to bring these items in house and Columbia County will no longer do plan review and inspections for the City of Harlem as of June 30, 2018 except for any open permits they are currently working on. Sometime in June, based on his decision, but by the end of June we will start doing our own inspections. Mayor Pro tem Thigpen questioned about evaluating our fees; we have already reviewed and updated the permit fees this year but will need to review the inspection and re-inspection fees and bring them back to Council. Currently we are paying the County 40% of the fees collected for the permits and inspections. These fees will stay with the City. We are currently working on applications and forms, certifications, etc. to be ready to start at the end of the month. Mayor Whitaker questioned if we were doing this for money making, was there anything wrong with the service being provided by the County; it is not, and there were not any problems. We are doing this for more local control and consistency. Mayor Pro tem Thigpen made the motion to approve Resolution No. 2018-10 to amend the Service Delivery Strategy with Columbia County; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Consider Temporary Alcohol License for “Jazz on the Lawn” – Action: City Manager Cook reviewed the procedure and the application. The applicant is Alison Couch of the Harlem Merchant’s Association. The event will be held on May 18, 2018 at the Glenn Phillips Park from 7 p.m. – 9 p.m. Set up will start at noon and breakdown will be by midnight. Mayor Whitaker called for a motion. Mayor Pro tem Thigpen made the motion to approve the Temporary Alcohol License for “Jazz on the Lawn”; 2nd by Councilmember Bennett. Discussion: Clarification was requested on the ending time of the event. The event will end at 9:00 p.m. and they will be off the property by midnight. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Consider Agreement with Tyler Technologies – Action: City Manager Cook reviewed the proposal received from Tyler Technologies for conversion to their financial software for finances, utility billing, payroll, accounts payable, etc. The estimated costs for the one-time conversion and implementation are \$67,350.00; the recurring yearly costs will be \$24,639.00. The conversion and implementation costs

NEW BUSINESS (cont'd):

Consider Agreement with Tyler Technologies – Action (cont'd): could possibly be lower; we will be billed for only the actual time it does take to do the work and will be billed as it happens and not before. After some further discussion on what services will be provided, Mayor Whitaker called for a motion. Councilmember Bellavance made a motion to approve the Software Agreement with Tyler Technologies; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Other: N/A

Reports:

- **Council:** Councilmember Bennett reported that the Masonic Building should be on-line at the end of July first of August.
- **Mayor:** Mayor Whitaker spoke about the upcoming ribbon cutting at the new feed & seed store, Smith Feed & Seed. She also spoke about the Arts Festival and the resignation of Linda Caldwell from the Museum. She spoke about an update to the Animal Ordinance in reference to walkers being attacked by dogs; this will be looked at during the conversion to Municode.
- **City Manager:** City Manager Cook reported on the new hires and working on their certifications. He reported that he had a meeting with the County next week for an architectural plan review for the Theatre. He also spoke about at the end we would be turning the building over to the County; the City would have a long term lease. The project includes the building being bricked and includes paving of the parking lot at the corner. He also spoke about the resignation of Linda Caldwell.

Announcements:

May 28 City Offices Closed; Memorial Day
May 31 HPC Meeting; 6:30 p.m.; Public Safety Building
June 5 Planning Commission Meeting; 6:00 p.m.; Public Safety Building
June 13 Urban Redevelopment Authority; 9:30 a.m.; City Hall
June 18 City Council Regular Meeting; 7:00 p.m.; Public Safety Building
June 22-26 GMA Convention; Savannah

Executive Session: Mayor Pro tem Thigpen made the motion to go into Executive Session to discuss Real Estate; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The Regular session closed at 7:55 p.m.; Executive Session opened at 8:00 p.m.

Mayor Pro tem Thigpen made the motion to close Executive Session and to re-open the Regular session; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. Executive Session closed at 8:43 p.m.; the Regular session re-convened at that time.

Executive Session (cont'd): City Attorney Nelson reported that one Real Estate matter was discussed and that no final action was taken.

Mayor Pro tem Thigpen made the motion to authorize the Mayor to sign the Affidavit affirming this report; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

With nothing further being before Council for discussion, Councilmember Stokes made the motion to adjourn the meeting; 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk